

CITY OF JORDAN, MINNESOTA

Job Details

Description

Planning Intern

Position Profile

Location: City Hall 210 East 1st Street Jordan, MN 55352

Hours: Standard business hours (8:30am-5:00pm), varies based on business need due to Council meetings, Commission meetings, and events.

Reporting Relationship: Reports to Planner

Planning and Zoning Department

The Planning and Zoning Department supports the long-term vitality of the City through city-wide land use planning, development review activities, and addressing housing and community service needs.

Description of Work:

Under the direction of the City Planner, this position performs responsible technical planning and zoning work for the City related to the preparation, interpretation, and enforcement of land use regulations in the City.

Typical Duties Performed:

- Evaluates current land use and development proposals for compliance with City ordinances and policies.
- Responds to developer and public inquiries concerning the development process, zoning, subdividing and other planning issues.

- Prepares reports for meetings of the Park Commission, Planning Commission and City Council; prepares minutes and records of meetings.
- Maintains necessary planning files, records and related documents; audits existing files for completeness.
- Prepares graphics or visual aids as required for reports, studies and meetings.
- Assists with maintenance of the GIS and City website.
- Conducts research.
- Performs other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities

- Knowledge of acceptable planning principles, practices and regulations.
- Knowledge of GIS and general computer skills.
- Ability to communicate effectively orally and in writing.
- Ability to work effectively with a wide range of individuals and groups.

Minimum Qualifications

Bachelor's degree (or in process of obtaining same) in Planning or Urban Regional Studies or closely related field. Some professional experience in local government planning is preferred.

City of Jordan Application Process

- Application Deadline: March 21, 2022 at 5:00 p.m.
- Review Application/Communication to Candidates: As received and by March 22, 2022
- First Round Interviews: End of March
- Anticipated Start Date: April 2022

Please apply via City of Jordan website (<https://jordanmn.gov/city-jobs/>) Click on "City of Jordan Employment Application" at the bottom of the page and submit to Planner/Economic Development Specialist, Barrett Voigt at bvoigt@jordanmn.gov